

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	Chapter 4 Security and Use of Force		
4.01.002 - Searches and Contraband Control	Approved By:	Director Allen Nance	
	Effective Date:	January 07, 2026	
	Reviewed By:	PRC, ADA Coordinator	
Distribution:	RESTRICTED	Review Date:	December 10, 2025

Purpose

To outline the procedures for controlling contraband in the facilities, to include the use of dry cell isolation.

Policy

It is the policy of this Department to prevent the introduction, fabrication, possession, and movement of contraband in the facilities. The use of dry cell isolation may be conducted for the retrieval of contraband items potentially harmful to the health and/or safety of staff and jail residents.

References

DAJD Policies:

[4.01.005 - Searching and Screening at Public Entrances](#)

[4.01.021 - Evidence Collection and Storage](#)

[4.02.005 - Search of Residents](#)

[5.01.005 - Body Scanner Screening](#)

[6.01.012 - Accommodating People with Disabilities](#)

[8.04.001 - Religious Practices](#)

DAJD Forms:

[Supervisor's Incident Report \(F-523\)](#)

[Strip Search Form](#)

[Water Shut Off Log \(F-612\)](#)

[Officer's Report \(F-627\)](#)

[Resident Information Handbook](#)

Definitions

Dry Cell: A cell that has had all items removed, the cell has been searched, cleaned and the water supply shut off. A resident is isolated and monitored on a continuous basis so that any substance that is passed through the resident body will be retained.

Contraband: Unauthorized items or any excessive amounts of approved items or any item altered from its original form.

Pat Down Search: When an officer pats down the outer surfaces of a person's clothing to determine whether the individual possesses weapons or contraband.

Strip search: Having a person remove all of their clothing so as to permit an inspection of the person's clothes, genitals, buttocks, anus, or undergarments of the person or breasts of a female person.

A. General Guidelines

1. In order to limit the introduction of contraband into the jail, any individuals entering the secured perimeter of the jail will be subject to search.
2. The search methods for non-jail residents include but are not limited to pat down searches, use of metal detectors and other electronic search devices, but excludes strip searches in accordance with policy [4.01.005 - Searching and Screening at Public Entrances](#).
3. An individual's disability shall be taken into consideration when determining what search method to use and reasonable accommodations shall be provided as necessary.
 - a. Staff shall provide reasonable auxiliary aids and services in accordance with policy [6.01.012 - Accommodating People with Disabilities](#) to ensure that a person with a disability has access to effective communication during the search.
4. Searches of jail residents shall be completed in accordance with policy [4.02.005 - Search of Residents](#).
5. Officers shall routinely conduct searches of areas where residents have access.
6. Shift Commanders and Sergeants will schedule random searches of the entire facility. These searches will be documented in Roster Management System (RMS) and in the JMS shift log of the unit where the search is conducted.
7. Uniformed staff shall document strip searches in the JMS Strip Search Record.
8. Random pat-searches of residents and their personal property shall be conducted.
9. Residents shall be pat searched to include but not limited to when the resident is:
 - a. transferred into a housing unit, returns to their assigned housing unit (i.e., returns from court, clinic, etc.);
 - b. escorted to court or outside of the facility (i.e., to the hospital or medical appointment);
 - c. or whenever an officer has a reasonable belief that a resident may be concealing contraband
10. When non-evidentiary contraband is found it will be placed in the secured contraband bin located in ITR.
11. The secured contraband bin located in ITR will only be accessible by the department's evidence custodian who will be responsible for disposing of the bin's contents in accordance with policy [4.01.021 - Evidence Collection and Storage](#).
12. When a resident is suspected of ingesting or inserting contraband into his or her body, the resident's health and safety shall be emphasized over possible criminal prosecution.
13. Religious head coverings will be searched in a manner consistent with Department Policy [8.04.001 - Religious Practices](#) and [4.02.005 - Search of Residents](#).
14. During facility searches the following will occur:
 - a. If JHS issued medications are confiscated, the duty sergeant shall ensure that the medications are returned to JHS.
 - b. Officers will deliver money or personal property belonging to a resident to the property room.

B. Dry Cell Isolation

1. Residents will only be placed into dry cell isolation with the approval of the duty sergeant after a determination that reasonable suspicion exists that the resident is

- concealing weapons, drugs or other contraband that constitutes a potential threat to the safety or security of the facility.
- a. If possible the resident should be body scanned prior to being placed into dry cell isolation housing following policy [5.01.005 - Body Scanner Screening](#).
 - b. Prior to being placed into dry cell isolation housing, the resident will be given the opportunity to voluntarily retrieve the contraband/foreign object.
2. Anytime a resident is placed in Dry Cell Isolation Housing, the sergeant initiating the Dry Cell Isolation Housing shall complete a [Supervisor's Incident Report \(F-523\)](#) and any officer's involved in the initial placement shall complete an [Officer's Report \(F-627\)](#).
 3. A JMS Water Shutoff Log will be maintained for residents in dry cell isolation.
 - a. Drinking water will be offered at least every 2 hours.
 4. Residents in dry cell isolation housing will be constantly observed by a uniformed staff member.
 5. To ensure the continuation of necessary medical care, JHS will be notified anytime a resident is placed into dry cell isolation housing.
 - a. All physician ordered medications will be continued as single dose medications during dry cell isolation housing.
 - b. Keep on person (KOP) medications are not allowed for residents in dry cell isolation housing.
 6. Residents placed into dry cell isolation housing will be strip searched, following policy [4.02.005 - Search of Residents](#), and provided a suicide prevention smock.
 7. The dry cell will be searched at least once during every shift.
 8. The initial placement into dry cell isolation housing will be until the contraband had been recovered or for 72 hours or the resident has had 3 consecutive normal bowel movements, whichever occurs first.
 - a. Extensions to the initial 72 hours can be granted by the Division Major and must be granted in writing.
 - b. Dry cell isolation housing that continues past 7 consecutive days must be approved in writing by the Facility Commander.
 9. Residents in dry cell isolation housing will be secured in handcuffs or waist restraints when they are moved outside of the dry cell.
 10. Residents in dry cell isolation housing will be allowed to attend court and attorney visits while under constant observation by uniformed staff.
 11. Residents in dry cell isolation housing will be allowed the following:
 - a. Hygiene products that will be provided for the resident's immediate use and removed from the dry cell as soon as the resident is done using them.
 - b. Access to religious and legal materials.